

TO: Qualified Applicants

From: Tammy J. Guerra, HR Manager/Civil Service Director

Date: April 30, 2012

Re: Civil Service Examination for Certified Fire Fighter

This serves as notice that a Civil Service Examination for Fire Fighter will be given to establish eligibility for employment with the City of Wichita Falls Fire Department.

TITLE POSITION: Fire Fighter

QUALIFICATIONS: An applicant must be 18 years of age, or not 36 years of age or older on the date of hire. Applicants meeting minimum qualifications must take and pass this competitive written examination and satisfactorily meet other selection criteria as established by the Wichita Falls Civil Service Commission and the City of Wichita Falls. **To be eligible to be hired as a Firefighter Trainee, applicant must, at a minimum, be certified as an Emergency Medical Technician – Basic Level or higher with the Texas Department of State Health Services by February 1, 2013.** Must be able to read and write English.

APPLICATIONS: Applications can be submitted on-line at the City's Website at www.wichitafallstx.gov or kiosks are available for application input at the Human Resources Department, Room 100, Memorial Auditorium, 1300 Seventh Street. Applications must be submitted by 11:59 p.m., on Friday, July 6, 2012.

EXAMINATION: Will be administered Saturday, July 14, 2012 at 8:00 a.m. at the Multi Purpose Events Center, located at 1000 5th Street. As stated in Section 143.025 (b). An eligibility list for a beginning position in the fire department may be created only as a result of a competitive examination held in the presence of each applicant for the position, except as provided by Subsections (d) and (e). The examination must be based on the person's general knowledge and aptitude and must inquire into the applicant's general education and mental ability. A person may not be appointed to the fire department except as a result of examination. All applicants will take the same examination; be examined in the presence of other applicants for that eligibility list. An additional five points shall be added to the examination grade of an applicant who served in the United States armed forces, received an honorable discharge, and made a passing grade on the examination. The examination can only be taken once for a particular eligibility list. Physical Agility testing will take place in the afternoon for those who successfully completed the written examination.

The Eligibility List created from this exam will remain in effect for one year.